



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 1st, 2009**

1. The meeting was called to order at 5:06 p.m. by Board Member Avonnet Peeler
2. **ROLL CALL:** Board Members Dean Batchelor, Linda McHugh, Avonnet Peeler, and Peter Horikoshi (arrived at 5:30 p.m.)

ABSENT: Board Member Roberto Rocha

STAFF PRESENT: Executive Secretary Karen Willis, and Jill Kovacs, Senior Management Analyst

OTHERS IN ATTENDANCE: None

3. **MINUTES:** The minutes of the regular meeting of April 1st, 2009 were presented for Board approval. Board Member McHugh moved to accept, Board Member Batchelor seconded, and the motion was carried by a 3-0 vote.
4. **CONSENT CALENDAR:**

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **APRIL, MAY AND JUNE 2009.**

4A. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Engineering and Operations Manager	4/24/2009	209-02
Police Sergeant	5/20/2009	209-04PR
4B. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Junior Engineer	2/12/2008	207-68
Police Officer (Lateral) - Eric Stegman	2/2/2008	208-06
Public Safety Dispatcher (Entry)	9/4/2008	208-18
Public Works Superintendent	8/21/2008	208-16
4C. ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Jailer	12/3/2007	207-56
Journey Lineworker	2/23/2009	209-01PR
Maintenance Worker I	7/25/2007	207-26
Police Officer (Acad Grad/Att)	9/15/2007	207-521
Police Officer (Acad Grad/Att)	2/2/2008	208-07
Police Officer (Lateral)	11/10/2007	207-53

Police Officer (Recruit)	2/2/2008	208-08
Police Sergeant	11/14/2006	206-52PR
Utility Analyst/Asst Utility Analyst	12/11/2007	207-63

D. LIST OF SPECIFICATIONS:

New Classification Specifications:

Assistant General Manager – Engineering and Operations
Assistant General Manager – Customer Resources
Assistant General Manager – Energy Resource Planning
Senior Customer Programs Coordinator
Customer Programs Coordinator
Utility Systems Analyst
Lead Customer Service Representative
Assistant City Clerk

Classification Specification Title Change/Revision:

<u>FROM</u>	<u>TO</u>
Administrative Services Manager	Assistant General Manager – Administration
Utility Analyst	Energy Resources Analyst
Senior Utility Analyst	Senior Energy Resources Analyst
Computer Services Supervisor	Utility Billing Supervisor
IS Network Analyst	Utility Network Analyst
IS Applications Specialist	Utility Billing Specialist
IS Operations Technician	Utility Billing Technician

Board Member Peeler asked if there were any fiscal savings from the Alameda Municipal Power (AMP) Department classification changes. Executive Secretary Willis responded that these involved title changes and modest changes in duties only, with no change in salary range. She further clarified that the new specifications had salary ranges associated with them based upon an internal and external equity study which takes into consideration the knowledge, skills and abilities necessary for the classification. These new classifications and changes to current classifications came about as a result of a study conducted by an outside consultant to right-size AMP after the sale of the telecommunications business line. The consultant surveyed other municipal electric utilities companies and made recommendations based upon industry standards. These recommendations were accepted by the Public Utility Board (PUB) and the specifications are what are being presented to the Civil Service Board today.

Board Member McHugh asked whether or not testing had been set for the selection to fill these positions. Executive Secretary Willis stated that these were all Civil Service positions and as such, selections would be meritorious and eligibility lists would be established for each. The actual tests have not yet been developed. Board Member Batchelor asked if there would be any other lay-offs associated with these new classifications. Jill Kovacs responded that the intent was for current employees to apply for these positions without any additional lay-offs. Most of the positions opening up under these classifications will be posted for City employees only including eligible laid-off employees.

Board Member McHugh stated that she understood the City to be in a hiring freeze. Executive Secretary Willis stated that the City has a new Interim City Manager and that she is considering the need for a hiring freeze on a case by case basis. Executive Secretary Willis clarified further that AMP has their own budget which was approved by the PUB and they are operating under this new budget and there is a need to fill some of these positions as soon as possible.

Board Member McHugh had questions regarding several of the classification specifications. She noted that several had a lot of duties listed and others did not. She also noted that these job specifications did not list the amount of time associated with each duty. Jill Kovacs responded that the City of Alameda did not list the amount of time, however the most important duties would be listed first and on down when the duties become more general in nature.

Board Member McHugh stated that she had concerns regarding the Utility Billing services classification titles as the new job titles did not reflect that fact that these are jobs in the information technologies field. She stated that the old titles were more reflective of the duties than the new titles. She also expressed concerns with regard to the duplication of some of the job duties listed. Executive Secretary Willis stated that we would bring back to the Board either the explanation on why these titles were chosen or bring back new titles for the Board's consideration, and that the Board could exclude these from the vote for today.

Board Member McHugh moved to accept the consent calendar with the exception of the classification specifications of Utility Billing Supervisor, Utility Network Analyst, Utility Billing Specialist and Utility Billing Technician. Board Member Horikoshi seconded the motion which was approved by a vote of 3-0 with Board Member Batchelor abstaining.

5. **REGULAR AGENDA ITEMS**

5-A Election of the Civil Service Board President

Board Member Horikoshi moved to nominate Avonnet Peeler for Civil Service Board President. Ms. Peeler stated that she would accept the nomination. No additional nominations were submitted. Board Member McHugh seconded the nomination and the motion carried by a 4-0 vote.

Jill Kovacs asked about the vote for Vice President and stated that she recalled there was a Vice President but could not recall where it was documented. Executive Secretary Willis apologized for not having information on this and stated that she would research the Vice President office and bring it along with the length of the office terms to the next Civil Service Board meeting in October, 2009.

5-B Activity Report - Period of April 1, 2009 – May 31, 2009

Board Member McHugh asked if the probation release and the demotion in the Police Department were one in the same person. Jill Kovacs stated that these were two separate individuals. Board Member McHugh asked if the separations were voluntary. Executive Secretary Willis stated that she believed they were. Board Member Batchelor stated that the Line Superintendent was due to death. Board Member McHugh asked about the lay-offs. Jill Kovacs stated that the lay-offs were effective June 1 and would be reflected on the next report as this report only goes through May 2009.

Board Member McHugh moved to accept the Activity Report. Board Member Batchelor seconded the motion which carried by a vote of 4-0.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

There was no communication from the Board.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis stated that the Civil Service Ordinance was delayed going to the City Council until sometime after the budget is approved on August 3, 2009. She stated that it would most likely be sometime in September 2009.

9. President Peeler asked for a motion to adjourn the meeting. Board Member Horikoshi moved to adjourn and Board Member Batchelor seconded the motion. The motion passed 4-0 and the meeting was adjourned by President Peeler at 5:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karen Willis", with a stylized flourish at the end.

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board